

# **South Boston Catholic Academy**

## **Early Childhood Program**

**Welcome!** This is an exciting time for all of us and we are thrilled to be your child's teachers. We hope that you will find this information to be helpful.

### **Arrival/Dismissal**

**Early Childhood Hours:** Students will be able to enter the building at 8:05 am through designated doors (more information to follow)

### **School Hours**

8:15 AM - 2:15 PM

Early Dismissal Schedule – 11:30

### **Communication**

On Wednesdays, we will send home SCBA's communication folder. This folder will have news about the school and events that are offered here at school and around the community. We encourage you to talk to us about any concerns you have for your child. If you feel that the matter is private or if it will take longer than a few minutes we will be happy to schedule an appointment convenient for everyone. You can reach us by email (above) or 617-268-2326. Also, please be sure to check our classroom websites on a weekly basis.

### **Toileting Policy**

Children enrolled in K0 and K1 must be potty trained before attending preschool. We do not have the facilities or supplies to change children in our school. We realize that accidents happen; accidents are unusual incidents and happen infrequently. It is up to the teacher's discretion to call home about these situations.

Potty-trained preschool children:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Can tell the teacher when they need to go to the bathroom
- Can attend to their own hygiene; a teacher will assist when needed

If your child is not completely potty trained as described above when preschool starts, please contact the office.

\*Please pack a change of clothes to be left at school in your child's cubby (non-uniform clothes-include pants, underwear, socks)

## **Uniforms**

Your child must be in a uniform and wear sneakers every day. Also please remember to label all of your child's clothing, lunch boxes, backpacks and all other items. For more information please visit our website under: school policies.

## **Changes in Dismissal**

Always call and send a note if:

- Someone else will be picking your child up from school (please make sure they bring I.D.)
- If your child will be dismissed early from school

Office: 617-268-2326

## **Tardiness**

It is very important that the children start their day on time, please arrive by 8:15 AM every day. Safety is at the forefront of every policy we have. We are a locked down building at 8:15, so make every effort to be on time. Any student arriving after 8:15 will enter through the front door on E. Broadway. Parents must wait with their child in the foyer until an early childhood staff member is available to escort your child to their classroom.

## **Snack/ Lunch**

Pack a healthy snack, lunch and juice or water for your child. If you are not participating in the milk program please remember to send a drink with your child for lunch. Snack should be packed separate from lunch.

## **Recess**

The students will play in the school yard as their own group.

## **Celebrations**

Throughout the school year we will celebrate holidays and special occasions. These celebrations will be small and meaningful. If we need anything for these events we will ask the room parent to contact you and let you know.

## **Birthdays**

Each child will be given a crown and a small token on their special day. At snack time we will sing 'Happy Birthday'. Some children may have allergies, so please do not send any food items

or candy. Due to school policy, we will not be able to distribute invitations, gifts or thank you notes.

We are looking forward to a great school year with your children!